

RESOLUTION NO. 1998-10

A RESOLUTION TO AMEND THE TOWN'S PERSONNEL POLICY AND JOB CLASSIFICATION SCHEDULE.

WHEREAS, the Town Board of Trustees of the Town of Silverton, Colorado, a body politic and corporate, wishes to amend the "PERSONNEL POLICY, TOWN OF SILVERTON, COLORADO" in order to promote fairness and equity in the policies and the personnel system which the policies establish;

WHEREAS, the Board of Trustees has documented changes in the average wage rates paid by Colorado municipalities with fewer than 3,000 population, and the Board desires to reclassify certain jobs relative to the Town's 1998 Pay Schedule in order to maintain the pay schedule in accordance with the average wages as published and documented in the Colorado Municipal League's publication "Small Communities Edition, 1998 Employee Compensation Report;"

WHEREAS, the Board of Trustees desires to amend the entire Pay Schedule and reclassify all employees into the new Pay Schedule in relationship to each employees length of service, employment status, and current job classification under the old Pay Schedule; and

WHEREAS, the Board of Trustees has the power and authority to adopt and amend Personnel Policies for the Town government and its employees pursuant to Section 31-15-101, C.R.S.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO, that:

1. The attached "APPENDIX A: JOB CLASSIFICATIONS" and "JOB DESCRIPTION / TOWN ADMINISTRATOR" is hereby adopted for the purpose of reclassifying the position of Town Administrator into the Job Classification system. The attached job classification and job description shall replace "APPENDIX A: JOB CLASSIFICATIONS" and "JOB DESCRIPTION / TOWN ADMINISTRATORS" contained in the personnel policy.
2. The attached "APPENDIX B: 1999 SILVERTON HOURLY PAY SCHEDULE" is hereby adopted for the purpose of calculating the pay rates for all regular employees, both part time and full time, for Fiscal Year 1999, unless specified otherwise in Paragraph 3, below. The attached pay schedule shall replace the existing "APPENDIX B: 1998 SILVERTON WEEKLY PAY SCHEDULE" contained in the personnel policy.
3. The employees of the Town of Silverton shall be reclassified into the new Pay Schedule in accordance with the following schedule, unless revised by future action of the Board:

EMPLOYEE	GRADE-STEP	DATE
Archuleta, Gilbert	21-E	09/25/98
Caitland, Ruth Ann	7-F	01/01/99
Dwyer, Elizabeth	1-D	01/01/99
Erickson, David	26-G	01/01/99
Escher, Duane	10-A	05/30/99
Homann, Al	13-C	01/01/99
King, William	7-C	11/09/98
Leithauser, Jackie	12-I	01/01/99
Luther, Mike	15-I	10/13/98
Melcher, Anita	1-D	01/01/99
Moe, Claudia	17-F	01/01/99
Raab, Larry	18-G	10/05/98
Shillenn, Sharon	11-B	09/26/99
Skinner, Lyndon	13-D	01/01/99
Tookey, William	19-B	05/30/99

4. Section 4.2.2 of the Town's Personnel Policy is amended to read: "The Town Board shall consider the granting of a pay rate increase during the annual budget cycle in order to keep the salary schedule abreast of inflation and economic conditions. If a pay rate increase is granted, the entire pay schedule shall be adjusted by the following procedure:
  - A. Calculate the total sum of each row;
  - B. Calculate the total sum of all rows as calculated in A above;

- C. Multiply the total sum of all rows, as calculated in B above, by the approved Pay Adjustment (PA) Percentage and divide the result by 234 to calculate the PA Factor;
- D. Multiply each cell by the PA Percentage; multiply the resultant product by 7 and add this product to the PA Factor; and divide the sum by 8 in order to calculate the Cell Adjustment Factor;
- E. Add the Cell Adjustment Factor (as calculated for each cell) to each respective cell amount and round to the nearest whole cent in order to calculate the Specified Hourly Rate for each cell in the New Hourly Rate Schedule.

The New Hourly Rate Schedule shall be made effective the first day of the new fiscal year (January 1st) unless otherwise specified by the Town Board."

5. Section 4.5.1 of the Town's Personnel Policy shall be amended to read as follows: "Pay Steps shall be as follows:

- \* Probationary: New hires will be paid at 94% of the Classification Pay Step at which they were hired during the probationary employment period. After satisfactory completion of the probationary period, the employee will advance to 100% of the appropriate Pay Step, and the employee will be placed on regular full-time or part-time employee status. The Hiring Authority may negotiate a starting pay rate equal to 100% of the Classification Pay Step at which a new employee is hired in-lieu of any pay adjustment at the end of the probationary employment period.
- \* Step A - Entry Level: Persons with training and experience which meet the minimum requirements for the position.
- \* Step B - Qualified Entry Level I: Persons with training and experience which meet the minimum requirements for the position and at least two additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
- \* Step C - Qualified Entry Level II: Persons with training and experience which meet the minimum requirements for the position and at least four additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
- \* Step D - Qualified Entry Level III: Persons with training and experience which meet the minimum requirements for the position and at least six additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
- \* Step E - Advanced Entry Level I: Persons with training and experience which meet the minimum requirements for the position and at least eight additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
- \* Step F - Advanced Entry Level II: Persons with training and experience which meet the minimum requirements for the position and at least ten additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
- \* Step G - Advanced Entry Level III: Persons with training and experience which meet the minimum requirements for the position and at least twelve additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
- \* Step H - Advanced Entry Level IV: Persons with training and experience which meet the minimum requirements for the position and at least fourteen additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
- \* Step I - Advanced Entry Level V: Persons with training and experience which meet the minimum requirements for the position and at least sixteen additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.

6. Section 4.5.2 of the Town's Personnel Policy shall be amended to read: "Any employee whose classified salary has been at Step I (Advanced Entry Level V) for a period of one year or longer, may receive a salary bonus if the employee is continuing to work at a performance level during the prior year that is deserving of an increase due to satisfactory job performance. Such bonus shall not exceed 5% of the employee's classified hourly pay rate, and if granted, it shall be rounded to the nearest whole cent and added to the employee's classified hourly pay rate for the purposes of computing the employee's approved base pay for the subsequent fiscal year. If an employee's job performance during the prior year

does not warrant a wage increase due to unsatisfactory job performance, then such bonus pay shall not be granted."

7. Section 4.5.3 of the Town's Personnel Policy shall be amended to read: "A new employee should be hired at the Entry Level (Step A) for the appropriate job classification. If market conditions warrant offering a higher starting wage, the hiring authority, after consultation and authorization from the Town Administrator, may offer a new employee a starting wage up through Step D (Qualified Entry Level III) of the appropriate job classification, provided the new employee possesses the necessary training and experience. If wage negotiations will exceed Step D, the hiring authority must submit written documentation, justifying an Advanced Entry Level starting wage, to the Administration Office for review and approval by the Town Board prior to offering a starting wage. No commitment to hire at other than Entry Level should be made to an applicant without prior authorization from the Administrator and/or Town Board, as is appropriate.
8. Section 4.5.5 of the Town's Personnel Policy shall be amended to read: "When an employee is promoted to a higher classification they will be placed at Entry Level (Step A) of the new Job Classification. In the event the promotion to a new classification gives less than a 5% increase in wage, the promoted employee may be placed at the Step within the new classification which provides at least a minimum 5% in wage, but in no case may the wage exceed the maximum wage of the new classification. If an employee makes application for and is selected through the hiring/selection process to fill a vacant job position, the employee may be classified at a suitable step level as outlined in Section 4.5.3. above.

APPROVED THIS \_\_\_\_ day of October, 1998.

ATTEST: Claudia J. Moe  
Claudia J. Moe  
Town Clerk-Treasurer

Terrence M. Kerwin  
Terrence M. Kerwin  
Mayor

## APPENDIX A: JOB CLASSIFICATIONS

GRADE 1:	File Clerk I Janitor I Laborer I Library Assistant I
GRADE 2:	
GRADE 3:	
GRADE 4:	File Clerk II Janitor II Laborer II Library Assistant II
GRADE 5:	
GRADE 6:	
GRADE 7:	Clerk-Typist Librarian Maintenance Worker I
GRADE 8:	Special Events Coordinator
GRADE 9:	Administrative Assistant I Maintenance Worker II Furnace Maintenance Worker
GRADE 10:	Building Inspector I Code Compliance Officer I
GRADE 11:	Recreation Director
GRADE 12:	Administrative Assistant II Library Director
GRADE 13:	Building Inspector II Code Compliance Officer II Equipment Operator I Municipal Judge Town Clerk Town Treasurer
GRADE 14:	
GRADE 15:	Equipment Operator II Mechanic
GRADE 16:	
GRADE 17:	Town Clerk-Treasurer
GRADE 18:	Public Works Foreman
GRADE 19:	Planning Director
GRADE 20:	
GRADE 21:	Public Works Director
GRADE 22:	Town Administrator I
GRADE 23:	
GRADE 24:	
GRADE 25:	
GRADE 26:	Town Administrator II

JOB DESCRIPTION  
TOWN ADMINISTRATOR

POSITION TITLE: TOWN ADMINISTRATOR I  
TOWN ADMINISTRATOR II

JOB CLASSIFICATION: TOWN ADMINISTRATOR I: GRADE 22  
TOWN ADMINISTRATOR II: GRADE 26

FLSA CLASSIFICATION: EXEMPT

SUPERVISOR: BOARD OF TRUSTEES

ADMINISTRATIVE RESPONSIBILITIES: RESPONSIBLE FOR THE ADMINISTRATION OF ALL TOWN DEPARTMENTS, SERVICES, AND OFFICES.

DUTIES

- \*\* Chief Administrative Officer to the Board of Trustees: works directly with the Board of Trustees and the Standing Committees of the Board to advise on various business matters before the Town; receives instruction and accomplishes tasks assigned by the Board.
- \*\* Chief Administrative Officer of the Town: administers the various programs, activities, and personnel of the Town; responsible for the overall administration and conduct of Town business.
- \*\* Land Use and Zoning: administer land use, zoning, and hazard reduction regulations in accordance with Town Code provisions; provide staff support to the Zoning Board of Adjustment and San Juan Regional Planning Commission as directed by the Board of Trustees.
- \*\* Grantsmanship: gain knowledge of, remain informed on, and advise the Town Board on the status and availability of federal, state, and private foundation grants and assistance programs; author, apply for, and administer various grants as directed by the Board of Trustees.
- \*\* Community and Economic Development: provide professional services in relation to community planning and development, economic development, and capital improvements planning; authors and administers various grants as directed by the Board of Trustees.
- \*\* Contract Administration: Oversee the advertising, selection, contracting and administration of contracts executed by the Board of Trustees, including any grant contracts.
- \*\* Personnel Administration: responsible for personnel administration pursuant to adopted policies and procedures.
- \*\* Annual Budget: act as Budget Officer in accordance with the provisions of the Local Government Budget Law of Colorado; work with the Board of Trustees to evaluate and finalize the annual budget for the Silverton Town government.
- \*\* Risk Management: act as the Safety Coordinator as directed by resolution of the Board of Trustees; receive, investigate, and process all insurance claims; oversee the expenditure of all insurance funds paid to the Town; oversee the preparation and submittal of the annual applications for Casualty and Property Insurance and for Workmen's Compensation Insurance.
- \*\* Property Management: oversee the operation and maintenance of all Town properties.

- \*\* Code Amendment and Enforcement: draft amendments to the Town Code; oversee the enforcement of Town Ordinances and regulations; advise Town employees relative to Code enforcement and the application of Code provisions.
- \*\* Town-County Cooperation and Communications: act as a liaison for the Town Board in establishing and maintaining communications, cooperation, and coordination of efforts between the Town and the County.
- \*\* Other Duties and Responsibilities: carries out other duties as assigned or as necessary for the proper conduct of Town government.

#### MINIMUM QUALIFICATIONS

- \*\* TOWN ADMINISTRATOR I: High School diploma or GED Certificate plus at least eight years experience in local government administration or a related field; or Bachelors degree in political science, public administration, business administration, planning, or related field plus four years work experience in local government administration or related field; or an advanced degree in political science, public administration, business administration, planning, or a related field plus two years experience in local government administration or a related field.  
  
TOWN ADMINISTRATOR II: An advanced degree in political science, public administration, business administration, planning, or a related field plus five years experience in local government administration or a related field.
- \*\* Computer skills and abilities, including data input and output, word processing, and spread sheet work.
- \*\* Organizational skills and knowledge necessary to provide for the proper public administration of Town government; to prioritize and accomplish Town business affairs; and to organize and administer various governmental programs, projects, and activities.
- \*\* Ability to work efficiently, effectively, and responsibly with elected/appointed officials, employees, and the general public.
- \*\* Ability to access, transport, file, and retrieve Town records and documents as filed in the Town's vault, filing cabinets, storage facilities, and computers.

APPENDIX B: 1999 SILVERTON HOURLY PAY SCHEDULE

	A	B	C	D	E	F	G	H	I
1	5.53	5.80	6.09	6.40	6.72	7.05	7.40	7.77	8.16
2	5.80	6.09	6.40	6.72	7.05	7.40	7.77	8.16	8.57
3	6.09	6.40	6.72	7.05	7.40	7.77	8.16	8.57	9.00
4	6.40	6.72	7.05	7.40	7.77	8.16	8.57	9.00	9.45
5	6.72	7.05	7.40	7.77	8.16	8.57	9.00	9.45	9.92
6	7.05	7.40	7.77	8.16	8.57	9.00	9.45	9.92	10.42
7	7.40	7.77	8.16	8.57	9.00	9.45	9.92	10.42	10.94
8	7.77	8.16	8.57	9.00	9.45	9.92	10.42	10.94	11.49
9	8.16	8.57	9.00	9.45	9.92	10.42	10.94	11.49	12.06
10	8.57	9.00	9.45	9.92	10.42	10.94	11.49	12.06	12.66
11	9.00	9.45	9.92	10.42	10.94	11.49	12.06	12.66	13.30
12	9.45	9.92	10.42	10.94	11.49	12.06	12.66	13.30	13.96
13	9.92	10.42	10.94	11.49	12.06	12.66	13.30	13.96	14.66
14	10.42	10.94	11.49	12.06	12.66	13.30	13.96	14.66	15.39
15	10.94	11.49	12.06	12.66	13.30	13.96	14.66	15.39	16.16
16	11.49	12.06	12.66	13.30	13.96	14.66	15.39	16.16	16.97
17	12.06	12.66	13.30	13.96	14.66	15.39	16.16	16.97	17.82
18	12.66	13.30	13.96	14.66	15.39	16.16	16.97	17.82	18.71
19	13.30	13.96	14.66	15.39	16.16	16.97	17.82	18.71	19.65
20	13.96	14.66	15.39	16.16	16.97	17.82	18.71	19.65	20.63
21	14.66	15.39	16.16	16.97	17.82	18.71	19.65	20.63	21.66
22	15.39	16.16	16.97	17.82	18.71	19.65	20.63	21.66	22.74
23	16.16	16.97	17.82	18.71	19.65	20.63	21.66	22.74	23.88
24	16.97	17.82	18.71	19.65	20.63	21.66	22.74	23.88	25.07
25	17.82	18.71	19.65	20.63	21.66	22.74	23.88	25.07	26.33
26	18.71	19.65	20.63	21.66	22.74	23.88	25.07	26.33	27.64